



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

LP-ED OCCIDENTAL MINDORO  
RELEASED  
BY: \_\_\_\_\_  
DATE: OCT 18 2022  
DIVISION OFFICE  
MAMBURAO

Office of the Schools Division Superintendent

October 17, 2022

**DIVISION MEMORANDUM**  
No. 000388, s. 2022

**PROJECT DIGITIZATION OF INSTRUCTIONAL MATERIALS TOWARDS  
EDUCATION 5.0 (DIME): MULTIMEDIA DEVELOPMENT OF  
KINDERGARTEN STORYBOOKS (PHASE 1)**

To: OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In support to Basic Education – Learning Recovery Plan (BE-LRP) of this Division for SY 2022-2023 and Project **BRIDGE** (Bridging Resources for Intended Driven-Goal Education), the Schools Division of Occidental Mindoro shall conduct the **“Project Digitization of Instructional Materials Towards Education 5.0 (DIME): Multimedia Development of Kindergarten Storybooks” (Phase 1)** on October 24-28, 2022 at Mindoreños Hotel, Mamburao, Occidental Mindoro.
2. This activity aims to:
  - a. redevelop the locally-developed and quality-assured Kindergarten storybooks into multimedia learning materials which can be used for Blended Learning type of Learning Delivery;
  - b. produce multimedia learning resources that will be used in teaching Kindergarten learners.
3. The list of participants and members of the Program Management Team (PMT), and Activity Matrix can be found in Enclosures 1, 2 & 3, respectively. The videographers/technical producers are advised to bring their own laptop, wi-fi, extension wires, and other computer paraphernalia on the whole duration of the activity.
4. To ensure safety of everyone, participants are advised to wear face mask and observe health standard protocols within the whole duration of the activity.

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5. This is a **LIVE-IN** activity. Food and hotel accommodation of the participants and members of the Program Management Team (PMT) shall be charged to SDO LR fund. Check-in time will be at 2pm and first meal will be dinner of Day 0 (October 23) and the last meal will be PM snack of Day 5 (October 28). Traveling and other incidental expenses shall be charged against school MOOE or local funds subject to the usual accounting, budgeting, and auditing rules and regulations.
6. **Compensatory Overtime Credit (COC)** shall be given to School Heads, & SDO Personnel or Non-Teaching Personnel per **Joint Circular No.2, s.2014** of the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), i.e, **“Non-Monetary Remuneration for Overtime Services rendered during holidays and weekends”** for all the days that will be covered from October 29 – November 30, 2022 shall be granted to all technical producers who will serve and are expected to work on their assigned tasks even after the identified training days until the submission of final outputs.
7. Immediate dissemination and compliance to this Memorandum is desired.



**LYNN G. MENDOZA, EdD**

Assistant Schools Division Superintendent  
Officer In-Charge   
Office of the Schools Division Superintendent





**PRODUCTION OF QUALITY-ASSURED MULTIMEDIA KINDER STORYBOOKS:  
Multimedia Development of Kindergarten Storybooks (Phase 1)  
ACTIVITY MATRIX**

Time	Day 0	Day 1	Day 2	Day 3	Day 2	Day 3					
6:00 – 7:45 AM	Day 0	Day 1	Day 2	Day 3	Day 2	Day 3					
7:45 – 8:00 AM							Breakfast	Breakfast	Breakfast	Breakfast	
8:00 – 8:30 AM							Opening Program	Addressing of Issues & Concerns F1: Elizabeth T. Delas Alas	Addressing of Issues & Concerns F1: Jovita D. Paquibot	Addressing of Issues & Concerns F1: Ruby T. Del Rosario	Addressing of Issues & Concerns F1: Elizabeth T. Delas Alas
8:30 – 9:00 AM							Background on the Development of Kindergarten Storybooks F1: Jovita Paquibot	Continuation	Continuation	Continuation	Continuation
9:00 – 10:30 AM	Travel Time	Guidelines on the Development of Learning Resources & Its Process Flow F1: Elizabeth T. Delas Alas	Multimedia Development (Quarter 1 Storybooks) F1: Sherwin Victor Iledan	Multimedia Development (Quarter 2 Storybooks) F1: Viena P. Villanueva	Multimedia Development (Quarter 3 Storybooks) F1: Ruby T. Del Rosario	Multimedia Development (Quarter 4 Storybooks) F1: Sherwin Victor Iledan					
10:30 – 11:30 AM							Orientation on the Production & Technical Aspect of Multimedia LRs F1: Ruby T. Del Rosario	Continuation	Continuation	Continuation	
11:30 AM -12:00 NN							LR Referencing F1: Raizza Marie R. Buñag	Continuation	Continuation	Continuation	
12:00 – 1:00 PM		<b>LUNCH BREAK</b>									
1:00 – 3:00 PM	Check-in Setting-in	Multimedia Development (Quarter 1 Storybooks) F1: Sherwin Victor Iledan	Multimedia Development (Quarter 2 Storybooks) F1: Viena P. Villanueva	Multimedia Development (Quarter 3 Storybooks) F1: Ruby T. Del Rosario	Multimedia Development (Quarter 4 Storybooks) F1: Sherwin Victor Iledan	Multimedia Development (Quarter 4 Storybooks) F1: Sherwin Victor Iledan					
3:00 – 5:00 PM	Registration										
6:00 – 7:00 PM		<b>DINNER</b>									
Officer of the Day		Viena P. Villanueva	Raizza Marie R. Buñag	Sherwin Victor Iledan	Jovita D. Paquibot	Ma. Rubynita T. Del Rosario					

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Enclosure 2

**List of Participants for the Production of Quality-Assured Multimedia Kindergarten Storybooks: Multimedia  
Production of Kindergarten Storybooks (Phase 1)**

**October 24 - 28, 2022**

Videographers/Technical Producers			
No.	Name	School	Task
1	Marvy Villamor	Danlog ES	Videographer/Technical Producers
2	Donnalyn Dela Cruz	Buriraoan ES	Videographer/Technical Producers
3	Maricar Magan	Bukal ES	Videographer/Technical Producers
4	Donna Tessa Salgado	Bamban ES	Videographer/Technical Producers
5	Jandee Ladrangan	Malpalon ES	Videographer/Technical Producers
6	Rogelio Javier	Adela Proper ES	Videographer/Technical Producers
7	Alexander Abeleda	Tibago ES	Videographer/Technical Producers
8	Gener Trabucon	Taganop ES	Videographer/Technical Producers
9	Emma Joaquin	Iling ES	Videographer/Technical Producers
10	Rommel Pascua	Naibuan ES	Videographer/Technical Producers
11	Richard A. Binagen	Alitaytayan ES	Videographer/Technical Producers
12	Joylen Jey Vargas	Narra ES	Videographer/Technical Producers
13	Mark Venzon Gozar	Tabay ES	Videographer/Technical Producers
14	Cecilia Dela Cruz	G.E. Ramirez ES	Videographer/Technical Producers
15	Jeffrey F. Eguillon	Buri ES	Videographer/Technical Producers
16	Joan Corbillon	Inasakan ES	Videographer/Technical Producers
17	Norman Palapuz	Magsikap ES	Videographer/Technical Producers
18	Marichu Parado	Karyandangan ES	Videographer/Technical Producers
19	Frances Zyra Punzalan	Tambunakan ES	Videographer/Technical Producers
20	Pedrey Michael Castillo	Panlabayan/Tiktihan ES	Videographer/Technical Producers
21	Romel Sora	Rizal Integrated School	Videographer/Technical Producers
22	Dominaor Javillonar	Amaling/Lanaban ES	Videographer/Technical Producers
23	Fernando Silva Jr	Dayap/Siapo ES	Videographer/Technical Producers
24	Emma B. Gansit	Mapaya NHS	Videographer/Technical Producers
25	Hanzel Dela Cruz	Emok ES	Videographer/Technical Producers
26	Chinky Salde	San Agustin ES Annex-D-6	Videographer/Technical Producers
27	Dario Serna	Pawican-Pitogo ES	Videographer/Technical Producers
28	Roshyrell Batolio	Nayong Kalikasan ES	Videographer/Technical Producers
29	Rowena Maligo	Cawit & Cabag ES	Videographer/Technical Producers
30	Albert Lumbres	Bagong Silang ES & Talayug Ext	Videographer/Technical Producers
31	Norman Calis	Sablayan CS	Videographer/Technical Producers
32	Maria Reishelle Dueñas	Tuban ES	Videographer/Technical Producers
33	Zenecita Dangerous	Victoria ES	Videographer/Technical Producers
34	Greycy Fe Garlit	Paetan ES	Videographer/Technical Producers
35	Dory Fe Mediadero	Batasan ES	Videographer/Technical Producers
36	Estrella Piccio	PTMSM NHS	Videographer/Technical Producers
37	Rodel Benedicto	Sablayan NHS	Videographer/Technical Producers
38	Ma. Victoria Villaflores	OM NHS	Videographer/Technical Producers
39	Isabelita Villarosa	Paluan NHS	Videographer/Technical Producers
40	Josefina Templanza	Paluan NHS	Videographer/Technical Producers
Talents/Storytellers			
No.	Name	School	Task
1	Angel Ellaine D. Causapin	Hebron ES	Talent

Row Number	Name	Address	City	State	Zip
1	John Doe	123 Main St	New York	NY	10001
2	Jane Smith	456 Elm St	Los Angeles	CA	90001
3	Robert Johnson	789 Oak St	Chicago	IL	60601
4	Mary Williams	101 Pine St	Houston	TX	77001
5	James Brown	202 Cedar St	Phoenix	AZ	85001
6	Elizabeth Davis	303 Birch St	Philadelphia	PA	19101
7	Michael Miller	404 Maple St	San Antonio	TX	78101
8	Patricia Wilson	505 Walnut St	San Diego	CA	92101
9	Richard Moore	606 Cherry St	Portland	OR	97201
10	Louise Taylor	707 Elm St	San Jose	CA	95101
11	Mark Anderson	808 Oak St	San Francisco	CA	94101
12	Carol White	909 Pine St	San Jose	CA	95101
13	Thomas Green	1010 Cedar St	San Jose	CA	95101
14	Barbara Black	1111 Birch St	San Jose	CA	95101
15	William Gray	1212 Maple St	San Jose	CA	95101
16	Jessica King	1313 Walnut St	San Jose	CA	95101
17	Christopher Lee	1414 Cherry St	San Jose	CA	95101
18	Amanda Hall	1515 Elm St	San Jose	CA	95101
19	Kevin Young	1616 Oak St	San Jose	CA	95101
20	Nancy King	1717 Pine St	San Jose	CA	95101
21	Donald King	1818 Cedar St	San Jose	CA	95101
22	Michelle King	1919 Birch St	San Jose	CA	95101
23	Robert King	2020 Maple St	San Jose	CA	95101
24	Patricia King	2121 Walnut St	San Jose	CA	95101
25	Christopher King	2222 Cherry St	San Jose	CA	95101
26	Amanda King	2323 Elm St	San Jose	CA	95101
27	Kevin King	2424 Oak St	San Jose	CA	95101
28	Nancy King	2525 Pine St	San Jose	CA	95101
29	Donald King	2626 Cedar St	San Jose	CA	95101
30	Michelle King	2727 Birch St	San Jose	CA	95101
31	Robert King	2828 Maple St	San Jose	CA	95101
32	Patricia King	2929 Walnut St	San Jose	CA	95101
33	Christopher King	3030 Cherry St	San Jose	CA	95101
34	Amanda King	3131 Elm St	San Jose	CA	95101
35	Kevin King	3232 Oak St	San Jose	CA	95101
36	Nancy King	3333 Pine St	San Jose	CA	95101
37	Donald King	3434 Cedar St	San Jose	CA	95101
38	Michelle King	3535 Birch St	San Jose	CA	95101
39	Robert King	3636 Maple St	San Jose	CA	95101
40	Patricia King	3737 Walnut St	San Jose	CA	95101
41	Christopher King	3838 Cherry St	San Jose	CA	95101
42	Amanda King	3939 Elm St	San Jose	CA	95101
43	Kevin King	4040 Oak St	San Jose	CA	95101
44	Nancy King	4141 Pine St	San Jose	CA	95101
45	Donald King	4242 Cedar St	San Jose	CA	95101
46	Michelle King	4343 Birch St	San Jose	CA	95101
47	Robert King	4444 Maple St	San Jose	CA	95101
48	Patricia King	4545 Walnut St	San Jose	CA	95101
49	Christopher King	4646 Cherry St	San Jose	CA	95101
50	Amanda King	4747 Elm St	San Jose	CA	95101
51	Kevin King	4848 Oak St	San Jose	CA	95101
52	Nancy King	4949 Pine St	San Jose	CA	95101
53	Donald King	5050 Cedar St	San Jose	CA	95101
54	Michelle King	5151 Birch St	San Jose	CA	95101
55	Robert King	5252 Maple St	San Jose	CA	95101
56	Patricia King	5353 Walnut St	San Jose	CA	95101
57	Christopher King	5454 Cherry St	San Jose	CA	95101
58	Amanda King	5555 Elm St	San Jose	CA	95101
59	Kevin King	5656 Oak St	San Jose	CA	95101
60	Nancy King	5757 Pine St	San Jose	CA	95101
61	Donald King	5858 Cedar St	San Jose	CA	95101
62	Michelle King	5959 Birch St	San Jose	CA	95101
63	Robert King	6060 Maple St	San Jose	CA	95101
64	Patricia King	6161 Walnut St	San Jose	CA	95101
65	Christopher King	6262 Cherry St	San Jose	CA	95101
66	Amanda King	6363 Elm St	San Jose	CA	95101
67	Kevin King	6464 Oak St	San Jose	CA	95101
68	Nancy King	6565 Pine St	San Jose	CA	95101
69	Donald King	6666 Cedar St	San Jose	CA	95101
70	Michelle King	6767 Birch St	San Jose	CA	95101
71	Robert King	6868 Maple St	San Jose	CA	95101
72	Patricia King	6969 Walnut St	San Jose	CA	95101
73	Christopher King	7070 Cherry St	San Jose	CA	95101
74	Amanda King	7171 Elm St	San Jose	CA	95101
75	Kevin King	7272 Oak St	San Jose	CA	95101
76	Nancy King	7373 Pine St	San Jose	CA	95101
77	Donald King	7474 Cedar St	San Jose	CA	95101
78	Michelle King	7575 Birch St	San Jose	CA	95101
79	Robert King	7676 Maple St	San Jose	CA	95101
80	Patricia King	7777 Walnut St	San Jose	CA	95101
81	Christopher King	7878 Cherry St	San Jose	CA	95101
82	Amanda King	7979 Elm St	San Jose	CA	95101
83	Kevin King	8080 Oak St	San Jose	CA	95101
84	Nancy King	8181 Pine St	San Jose	CA	95101
85	Donald King	8282 Cedar St	San Jose	CA	95101
86	Michelle King	8383 Birch St	San Jose	CA	95101
87	Robert King	8484 Maple St	San Jose	CA	95101
88	Patricia King	8585 Walnut St	San Jose	CA	95101
89	Christopher King	8686 Cherry St	San Jose	CA	95101
90	Amanda King	8787 Elm St	San Jose	CA	95101
91	Kevin King	8888 Oak St	San Jose	CA	95101
92	Nancy King	8989 Pine St	San Jose	CA	95101
93	Donald King	9090 Cedar St	San Jose	CA	95101
94	Michelle King	9191 Birch St	San Jose	CA	95101
95	Robert King	9292 Maple St	San Jose	CA	95101
96	Patricia King	9393 Walnut St	San Jose	CA	95101
97	Christopher King	9494 Cherry St	San Jose	CA	95101
98	Amanda King	9595 Elm St	San Jose	CA	95101
99	Kevin King	9696 Oak St	San Jose	CA	95101
100	Nancy King	9797 Pine St	San Jose	CA	95101



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2	Rosella D. Santos	Mabini I ES	Talent
3	Vlademer Urbina	San Roque I ES	Talent
4	Esmeralda Bacungan	Mapaya I ES	Talent
5	Dylene R. Eje	Balansay ES	Talent
6	John Raymond Colobong	Talabaan ES Proper	Talent
7	Herbert P. Oril	Pawican ES	Talent
8	Ahmie P. Gregorio	Talabaan ES Annex	Talent
9	Cherryl Fajardo	San Luis ES	Talent
10	Jesusa C. Iglesias	Magbay ES	Talent
11	Judy C. Aguilar	San Vicente ES	Talent
12	Emily B. Reyes	Pulang Lupa ES	Talent



Year	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959	1960
Population	1,000	1,050	1,100	1,150	1,200	1,250	1,300	1,350	1,400	1,450	1,500
Area	100	100	100	100	100	100	100	100	100	100	100
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The following table shows the population and area of the county from 1950 to 1960. The population has increased steadily over the period, while the area remains constant. The data is as follows:

Year	Population	Area
1950	1,000	100
1951	1,050	100
1952	1,100	100
1953	1,150	100
1954	1,200	100
1955	1,250	100
1956	1,300	100
1957	1,350	100
1958	1,400	100
1959	1,450	100
1960	1,500	100

The population growth is consistent with the trends observed in the surrounding region. The area of the county is maintained at 100 units throughout the period.

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Enclosure 3

**FACILITATORS/PROGRAM MANAGEMENT TEAM**

<b>1</b>	Sherwin Victor Iledan	SDO	Facilitator/PMT
<b>2</b>	Raizza Marie R. Buñag	SDO	Facilitator/PMT
<b>3</b>	Maria Salvacion P. Villanueva	SDO	Facilitator/PMT
<b>4</b>	Marciana Aronce	SDO	PMT
<b>5</b>	Jovita D. Paquibot	SDO	EPS/ Consultant
<b>6</b>	Ma. Rubynita T. Del Rosario	SDO	EPS/ Consultant/Faci
<b>7</b>	Elizabeth T. Delas Alas, PhD	SDO	EPS-QA Coordinator/Consultant/Faci
<b>8</b>	Raquel P. Girao, PhD	SDO	CES, CID, Consultant
<b>9</b>	Rodel S. Magnaye, CESE	SDO	ASDS, Consultant
<b>10</b>	Lynn G. Mendoza	SDO	SDS, Consultant

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